

County of Fairfax, Virginia

ADDENDUM

DATE: January 11, 2016

ADDENDUM NO. 1

TO: ALL PROSPECTIVE OFFERORS

REFERENCE: RFP2000001827

FOR: Property Management and Maintenance Services – Mount Vernon

Garden Apartments

CLOSING DATE/TIME: February 10, 2016 at 10:00 a.m.

The following are questions and answers from the pre-proposal conference of January 5, 2016:

- Q1. Are there any Section 8 residents on the property?
- A1. No.
- Q2. Are there any Capital needs at the property?
- A2. Yes. The property needs renovations including but not limited to a new boiler, kitchen rehabs, HVAC upgrade, etc.
- Q3. Does the property have any lead-based paint?
- A3. Yes. Bathroom tiles and outer door casings.
- Q4. Are there any plans to do any renovations in the next 3-5 years?
- A4. Currently there is no plan. DHCD will be developing such a plan during the period of this contract, most likely within the next year or two.
- Q5. If there will be renovations, should we include pricing in our proposal? For example, if the residents will move out during a renovations, should we propose adjustments to the Management fee?
- A5. No. Any changes in the Management fee for renovations or any other reason, the fee will be negotiated at the time of renovations and the contract amended to reflect any changes.
- Q6. Are there any tax credits at the property?
- A6. No.
- Q7. Is the property 100% occupied, is there a waiting list?
- A7. There is waiting list. Yes the property is 100% occupied. This is a wait list of 30 90 days.
- Q8. Please provide the property financial documents?
- A8. The appropriate financial documents are attached to this Addendum.

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All other terms and conditions remain unchanged	
Cendy Your	
Cindy Joy, CPPB Contract Specialist II	
THIS ADDENDUM IS ACKNOWLEDGED AND I REQUEST FOR PROPOSAL:	S CONSIDERED A PART OF THE SUBJECT
1	Name of Firm
 (Signature)	(Date)

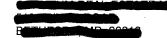
A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED IN THE TECHNICAL PROPOSAL OR RETURNED PRIOR TO THE DUE DATE/TIME.

Note: SIGNATURE ON THIS ADDENDUM DOES NOT SUBSTITUTE FOR YOUR SIGNATURE ON THE ORIGINAL PROPOSAL DOCUMENT. THE ORIGINAL PROPOSAL DOCUMENT MUST BE SIGNED.

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3013 MT. VERNON GARDENS APARTMENTS PROFIT & LOSS WITH BUDGET 06/30/2015

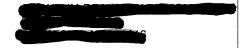
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1	ACCOUNT TITLE	ACTUAL	CURRENT BUDGET	VARIANCE	Y E A R ACTUAL	TO DATE BUDGET	(MO=12) VARIANCE	ANNUAL BUDGET	FORECASTED BUDGET
5120 5121 5220	RENT REVENUE RENT REVENUE/CARRYING CG/CONDO & HOA FEE TENANT ASSISTANCE PAYMENTS VACANCY	30,608 853 (6,037)	32,307 0 (1,619)	(1,699) 853 (4,418)	351,289 10,086 (37,701)	387,684 0 (19,384)	(36,395) 10,086 (18,317)	387,684 0 <u>(19,384)</u>	351,289 10,086 (37,701)
	NET RENTAL REVENUE	25,424	30,688	(5,264)	323,674	368,300	(44,626)	368,300	323,674
5410	FINANCIAL REVENUE INTEREST INCOME OPERATING FUND TOTAL FINANCIAL REVENUE	15 15	0	<u>15</u>	<u>15</u> 15	<u>0</u>	15 15	0	15 15
5910 5920 5930 5990	OTHER REVENUE LAUNDRY & VENDING INCOME NSF AND LATE FEES DAMAGES,CLEANING,MISC UNIT SERVICES OTHER REVENUE	171 266 1,300 993	162 50 87 0	9 216 1,213 993	2,447 1,705 1,625 16,829	1,900 600 1,000	547 1,105 625 16,829	1,900 600 1,000 0	2,447 1,705 1,625 16,829
	TOTAL OTHER REVENUE	2,730	299	2,431	22,606	3,500	19,106	3,500	22,606
	TOTAL REVENUE	28,169	30,987	(2,818)	346,296	371,800	(25,504)	371,800	346,296 ————

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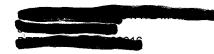


	ACCOUNT TITLE	ACTUAL	CURRENT	VARIANCE	Y E A R ACTUAL	TO DATE BUDGET	(MO=12) VARIANCE	ANNUAL BUDGET	FORECASTE BUDGI
	<u> 18. — При п</u>	ACTUAL	DUDGEI	VARIANCE	ACTUAL	DUDGE	VARIANCE	BUDGE	BOBGI
	EXPENSES								
	ADMINISTRATIVE EXPENSES				•	500	F00	roo	
10	ADVERTISING	0	38	38	0	500	500	500	
50	OTHER RENTING EXPENSES	0	38	38	44	500 500	456	500 500	1.4
11	OFFICE SUPPLIES POSTAGE	74 7	38 0	(36)	1,409 14	500 0	(909) (14)	0	1,4
13 20	MANAGEMENT FEES	1,950	1.950	(7) 0	23,400	23,400	(14)	23,400	23.
30	MANAGER OR SUPERINTENDENT SALARIES	1,930	1,930	(54)	10,580	15,818	5,238	15,818	10.
.0	LEGAL EXPENSES	761	163	(598)	4,264	2,000	(2,264)	2,000	4,
5	CONSULTING	19.014	0	(19,014)	19,014	2,000	(19,014)	2,000	., 19,
Ö	TELEPHONE & ANSWERING SERVICES	182	250	68	2,199	3,000	801	3,000	2,
Ö	BAD DEBTS	6.223	0	(6,223)	6,223	0	(6,223)	0	6.
ŏ	MISCELLANEOUS ADMINISTRATIVE EXPS	85	87	2	2,660	1,000	(1,660)	1,000	2
3	BANK CHARGES	20	0	(20)	40	0	(40)	0	
15	DUES & SUBSCRIPTION	0	0	` oʻ	17	0	(17)	0	
9510	EMPLOYEE TRAINING	0	0	0	138	0	(138)	0	
00001	INTEREST ON SEC DEP	0	0	0	1,040_	0	(1,040)		1,
	TOTAL ADMINISTRATIVE EXPENSES	29,587	3,781	(25,806)	71,042	46,718	(24,324)	46,718	71,
	UTILITIES EXPENSES								
50	ELECTRICITY	246	1,000	754	2,521	12,000	9,479	12,000	2,
51	WATER	0	´ 0	0	31,555	27,000	(4,555)	27,000	31
2	GAS	(18,245)	350	18,595	29,816	4,200	(25,616)	4,200	_29
	TOTAL UTILITIES EXPS	(17,998)	1,350	19,348	63,892	43,200	(20,692)	43,200	_63
	OPERATING & MAINTENANCE EXPENSES								
5	SUPPLIES	125	0	(125)	785	0	(785)	0	
7	JANITOR & CLEANING CONTRACT	2,200	1,100	(1,100)	13,200	13,200	0	13,200	13
9	EXTERMINATING PAYROLL / CONTRACT	195	212	17	3,670	2,610	(1,060)	2,610	3
5	GARBAGE & TRASH REMOVAL	745	283	(462)	5,314	3,352	(1,962)	3,352	5
)	SECURITY PAYROLL / CONTRACT	39	47	8	214	520	306	520	
7	GROUNDS CONTRACT	820	413	(407)	6,910	5,000	(1,910)	5,000	16
)	REPAIRS PAYROLL	1,990	1,550 675	(440)	16,006	20,146 8.100	4,140	20,146 8,100	16 22
 	REPAIRS MATERIAL REPAIRS CONTRACT	3,281 4,716	750	(2,606) (3,966)	22,063 26,845	9.000	(13,963) (17,845)	9,000	26
2 5	HVAC REPAIRS & MAINTENANCE	3,405	413	(2,992)	13.037	5,000	(8,037)	5,000 5,000	13
3	SNOW REMOVAL	964	413	(964)	10,108	1,500	(8,608)	1,500	10
)	DECORATING PAYROLL / CONTRACT	0	2,000	2,000	2,690	20,000	17,310	20,000	2
)	MISCELLANEOUS OPERATING & MAINT EXPENSE	80	87	7	80	1,000	920	1,000	

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	ACCOUNT TITLE		CURRENT		YEAR	TO DATE	(MO=12)	Contraction to the contraction of the contraction o	FORECASTED
		ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE	BUDGET	BUDGET
	TAX & INSURANCE EXPENSES								
6711	PAYROLL TAXES (PROJECT)	388	425	37	4,003	5,574	1,571	5,574	4,003
6719	MISCELLANEOUS TAXES, LIC., & FEES	0	87	87	0	1,000	1,000	1,000	0
6722	WORKMEN'S COMPENSATION INSURANCE	0	225	225	0	2,700	2,700	2,700	0
6723	HEALTH INSURANCE & EMP BENEFITS	0	620	620	2,392	7,484	5,092	7,484	2,392
	TOTAL TAXES & INSURANCE EXPENSES	388	1,357	969	6,396	16,758	10,362	16,758	6,396
	TOTAL OPERATING EXPENSES	30,537	14,018	(16,519)	262,252	196,104	(66,148)	196,104	<u>262,252</u>
	NET OPERATING INCOME(LOSS)	(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044
		 							
	NET OPER INCOME(LOSS) AFTER DEBT SERVICE	(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044
				-					
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	NET PROFIT(LOSS)	(2,367)	16,969	(19,336)	84,044	175,696	(91,652)	175,696	84,044
								-	